

11 December 1956

MEMORANDUM FOR: Intelligence Production Staff/BI

ATTENTION :

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SUBJECT : OCR Control of [REDACTED] Translations

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1. Early in 1956, [REDACTED] announced plans for expanding its full-scale translation of Soviet technical journals from six to more than twenty titles. First issues of titles on the expanded list are now being received.

2. Previously, OCR provided purchasing and distribution services, routed the translated journals to its document processing center for assignment of control numbers, microfilming and print service upon request for copies of translated articles. After microfilming the translated journals were routed to FDD for indexing of articles in their "Dexfile" then forwarded to interested OSI analysts for retention.

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3. The current expansion of [REDACTED] translating now exceeds OCR micro-filming capacity. Our review of the present system, par. 2 above, also indicates the undesirability of processing open market subscription items according to intelligence report procedures. Effective immediately, OCR will therefore discontinue present procedures of control numbering, micro-filming and providing print service. After procurement, OCR will deliver incoming issues to FDD for indexing of translations and for subsequent delivery to OSI.

4. To assure immediate recovery of requested articles, OCR further recommends:

- a. That OSI authorize routing of translated journals from FDD to CIA Library Branch Five (Barton Hall) for loan to analysts. The present practice of chain routing through OSI offices provides insufficient control of journals to assure location and prompt recovery on demand.
- b. If Branch Five control is authorized, OCR will be prepared to install thermofax copy equipment for quick copy service in demand warrants.
- c. OCR will also process duplicate subscriptions to individual titles on the [REDACTED] list for retention by OSI analysts whenever OSI so authorizes.

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- d. Individual issues can be purchased from [REDACTED] with minor delay and OCR will make such purchases in the event that a given journal is unavailable at the time a second request for loan or copy is received.

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[REDACTED]  
Chief, Document Division

cc: CIA Librarian  
Chief, Foreign Documents Division  
Chief, Machine Division, CR  
Chief, Processing Branch, DD/CR  
Chief, Circulation Branch, CIA Library